Requesting Letters of Recommendation in Naviance

To Access Naviance, go to https://student.naviance.com/byramhills or scan the following QR code:

Username:
- Full School Email:
  - lastnamefirstinitialgradyear@byramhills.net
  - Example: John Doe, Class of 2020
  - doej20@byramhills.net

Password:
- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the “forgot password” feature or you can see your school counselor to have it reset.

Once you are on the home page for Naviance, click on COLLEGES on the top right
Under **APPLY TO COLLEGE**

You will see a link for **LETTERS OF RECOMMENDATION**
Select **ADD REQUEST**

From the dropdown, select your teacher from the pre-populated list:
**IMPORTANT** **ALWAYS** select to choose specific colleges from your **Colleges I’m Applying to List**

Be sure to pay attention to the number of allowed letters as well as the required number of letters and meeting all requirements.
Select **SUBMIT REQUEST**

Once you submit successfully, you will see the green banner at the top of your screen indicating that your recommendations have been sent.
If you submit a request in error, you can cancel the request by clicking the X in the row for specific school(s) you wish to cancel.

Confirm your request to cancel.
Some important notes about requesting letters of recommendation:

★ After you have made your initial request for your letter(s) of recommendation you will **REPEAT** the process to request letter(s) from your second teacher

★ Each time you complete this process: **you must** select to choose specific colleges from your *Colleges I’m Applying To* list
  ○ This assures that you have selected the correct teacher for each school and that you are adhering to the proper number of allowed and required recommendations

★ If/when you choose to add more schools to your list of *Colleges I’m Applying To* - you **must** remember to request the necessary letters of recommendation for the additional school(s)

**Important notes about cancellations**

★ Any request made in error requires an **immediate** cancellation

★ If a request is not cancelled in a timely manner it may result in the letter being sent
  ○ Once requests are fulfilled (letters are submitted) they cannot be retracted/replaced